

**CAPITAL PROJECTS ADVISORY COMMITTEE  
FOR EASTERN PLACER COUNTY  
775 N. Lake Blvd, Tahoe City, CA 96145  
County Contact, Erin Casey, 530-546-1944**

**REGULAR MEETING MINUTES**

**Tuesday, May 1, 2018**

**North Tahoe Events Center Meeting Room, 8318 N Lake Blvd, Kings Beach, CA 96143**

**1. Call to Order**

Acting Committee Chair Mike Staudenmayer called the meeting to order at 6:01 PM.

Committee members in attendance:

Seat #1 Business Association - Dave Wilderotter, North Lake Tahoe  
Seat #2 Business Association – Krista Voosen, Donner Summit  
Seat #3 Special District – Sarah Coolidge, Kings Beach/Tahoe Vista  
Seat #4 Special District – John Wilcox, Squaw Valley  
Seat #5 County General – Danielle Grindle, Squaw Valley  
Seat #6 County General – Mike Staudenmayer, Northstar  
Seat #7 NLTRA – Alex Mourelatos, Tahoe Vista  
Seat #8 NLTRA – Ron Parson, West Shore  
Seat #9 Transportation – Jaime Wright, Eastern Placer County  
Seat #10 Lodging – Drew Conly, Squaw Valley  
Seat #11 Ski Resorts – Greg Dallas, Donner Summit  
Seat #12 At-Large – David Hansen, Tahoe City/West Shore  
Seat #13 At-Large – Rick Stephens, Martis Valley, North Lake Tahoe

Absent: None

Staff in attendance: Erin Casey, Placer County Executive Office, Cindy Gustafson, North Lake Tahoe Resort Association, and Judy Friedman, Recording Secretary.

**2. CAP Committee Member Introductions**

Each committee member introduced themselves and explained what they hoped to get from their participation on the CAP.

**3. Select Interim Committee Chair**

Staudenmayer was selected as Interim Committee Chair by affirmation.

**4. Approval of Meeting Agenda  
HANSEN/VOOSEN/UNANIMOUS**

The CAP Committee is composed of appointed community members whose purpose is to advise the Board of Supervisors on Tourism Master Plan priorities including capital projects consistent with the Plan. Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meeting. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact the County Executive Office in Tahoe.



## **5. Public Comment**

There were no comments on items not on today's agenda.

## **6. Information Items**

### **a. Meeting Overview – Introduction to meeting presentations and objectives**

Casey clarified the role she and Gustafson will play as Co-Chairs to support this Committee, including working with the Chair and Vice-Chair to develop agendas, presentations, and materials.

Tonight's presentations have been designed to provide an overview of the Committee's tasks and establish a foundation to vet applications and make recommendations to the Placer County Board of Supervisors on allocations. Ultimately, the Board of Supervisors approves all TOT allocations.

Gustafson thanked Committee members for volunteering their time. It's greatly appreciated.

### **b. Tourism Master Plan Overview – Review priority areas, role and scope of Committee and review of past projects**

Gustafson provided a history of how and why the Tourism Master Plan was originally developed in 1996, at which time the North Lake Tahoe Resort Association was formed. Local voters approved an additional 2% Transient Occupancy Tax (TOT) earmarked for infrastructure and transportation projects on the east side of the County when sidewalks were installed in Tahoe City. The Plan was updated in 2004 and 2015 with extensive public input.

Casey reviewed the purpose of the Plan, including priorities to be considered for funding allocations. Chapter 5 defines Tier 1 and Tier 2 priorities in the Plan's four main focus areas. Casey highlighted projects that have received TOT funding in the past.

Casey and Gustafson answered questions about the Committee's role. There were questions about addressing area housing issues or maintenance in this funding cycle. It was explained that the applications for this cycle are what will be reviewed. If the Committee has suggestions for expanding the scope of what can be considered, that discussion could be held at another time for future allocations. Casey noted funding mechanisms being considered by the County and NLTRA to increase revenues, including a sales tax measure and Tourism Business Investment District (TBID). Discussion continued as the Committee's role in making funding recommendations based on the available TOT funds and applications submitted was clarified.

The topic was open to public comment. Jennifer Merchant, Deputy CEO reminded the group that what they are being asked to consider are allocations from this fiscal year's budget based on Tourism Master Plan priorities. There could be amendments made to the Plan for FY 2018/19 allocations.

**c. Brown Act Presentation – Overview of Brown Act requirements including meetings, committee member communication and conflict of interest**

Leah Rosasco from Placer County described her role as overseeing the Brown Act, meeting procedures, and conflicts of interest. She gave a detailed report on Brown Act requirements, which is intended to provide open access to the public. Rosasco explained how the Act impacts communication between Committee members outside of the formal meeting setting, designed to avoid serial and spoke-wheel meetings. Texting and social media are also prohibited as a way of conveying a Committee member's views.

Many government codes pertain to Conflicts of Interest, which is not part of the Brown Act. Conflicts have to do with economic interests. If a conflict exists, members must disclose it and recuse themselves from the information or action agenda item. A brief discussion followed as various scenarios were considered.

If a quorum is lost because of recusals, the item will be tabled to the next meeting, assuming the quorum requirement will be met.

**d. Group Visioning Exercise – Discuss stages of group development, community and committee vision**

Wendy Brodnick led the group in exercises designed to align the purpose of the Committee with individual's perception of the Committee. She reviewed the Mission Statement and asked the group to consider their vision of the Committee, how the Committee will impact the North Tahoe collection area, how the collection area may develop in the next 20 years, and what markers will be used to measure successes of the CAP. At the end of the session, Brodnick challenged each Committee member to identify their seven core values and how those values play out in their role on the Committee. Responses will be considered at the next CAP meeting.

**7. Action Items**

**a. Election of Committee Chair and Vice-Chair**

**Motion to appoint Mourelatos as Chair of the CAP Committee and Staudenmayer as Vice-Chair. PARSON/WRIGHT/UNANIMOUS**

**b. Approval of CAP Committee Meeting Schedule, Meeting Location and Grant Presentation Schedule**

The group considered the proposed meeting schedule of the last Thursday of every month. There was consensus to set the meeting time for 4:30 PM. In response to a question, Casey said if Committee members cannot attend a meeting, they cannot appoint an alternate representative to vote in their place. Meeting locations will rotate between Tahoe City, Kings Beach, Northstar, Squaw Valley, and Donner Summit.

**Motion to adopt meeting schedule as presented, with a 4:30 PM meeting start time. PARSON/STEPHENS/UNANIMOUS**

Casey distributed recommendations for Special Meetings. The Committee needs to review the 30 applications submitted and make a recommendation to the Board of Supervisors by the July 2018 Board meeting.

**Motion to adopt Schedule B with a 6 hour meeting on a date and at a location to be advised.  
HANSEN/WRIGHT/UNANIMOUS**

Casey will distribute a Doodle poll to set a meeting for a 6 hour meeting to hear presentations in June.

**8. Future Agenda Items**

- Parson asked for clarifications on values and criteria for review.
- Casey will present project updates on allocations made to active projects, some of which are done in phases.

**9. Adjournment**

There being no further business to come before the Committee, the meeting was adjourned at 9:03 PM. The next regular CAP Committee meeting is scheduled for 4:30 PM on May 31, 2018 at the Tahoe City Public Utility District office in Tahoe City, California.

Respectfully submitted,  
Judy Friedman  
Recording Secretary